



**CITY OF SCOTTSDALE
CAPITAL PROJECT MANAGEMENT**

REQUEST FOR QUALIFICATIONS

FOR

**DETAILED ENGINEERING DESIGN OF BOOSTER
PUMP STATIONS 36-3 AND 36-5**

PROJECT No. W9903

MARCH 5, 2012

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE NO
SECTION I - PROJECT DESCRIPTION.....	1
SECTION II - SCOPE OF WORK AND DELIVERABLES	1
SECTION III – SUBMITTAL REQUIREMENTS	3
SECTION IV – EVALUATION CRITERIA	5
SECTION V - SELECTION PROCESS AND SCHEDULE	5
SECTION VI -INDEMNIFICATION & INSURANCE REQUIREMENTS	5
SECTION VII – GENERAL INFORMATION.....	6

REQUEST FOR QUALIFICATIONS

BOOSTER PUMP STATIONS 36-3 AND 36-5 DETAILED ENGINEERING DESIGN PROJECT NO. W9903

The City of Scottsdale (City) is accepting statement of qualifications from interested Engineering firms for an Engineering Services contract to design and prepare construction documents for booster pump stations 36-3 and 36-5. This statement shall include architectural services for construction of two above ground pump stations in an established residential neighborhood.

SECTION I – PROJECT DESCRIPTION

Project Overview

Booster pump station 36-3 is located at 11989 North 136th Street and booster pump station 36-5 is located at 13620 East Sweetwater within the City of Scottsdale. The City of Scottsdale's on call engineering consultant performed an initial study and concept level drawings for both booster station 36-3 and 36-5. At this time, the City requires detailed construction documents for the demolition of the existing underground booster pump stations and the construction of two new above ground stations at their respective locations.

Background

Constructed by private developers in 1983, booster pump stations 36-3 and 36-5 are equipped with underground booster pumps and surge tanks. The underground stations require intense maintenance and have reached their useful service life. Currently, booster pump station 36-3, is an in-line station, pumping water north to site 36-5. At 36-5, there are two separate booster pump stations pumping from the onsite reservoir to separate pressure zones, one east, and the other west. Additionally 36-5 has an above ground reservoir.

SECTION II - SCOPE OF WORK AND DELIVERABLES.

Abbreviated Scope of Work

This abbreviated scope of work should not be construed as being final and comprehensive. Development of a final Scope of Work will occur prior to contract negotiations with the highest ranked firm.

The selected firm shall perform or provide the following services:

- A. Conceptual Design
 - Compile and evaluate existing information including but not limited to as-built of existing facilities.

- Review the design concept alternative drawings and calculations and provide recommendation as to which alternative will provide the base for the detailed design.

B. Detailed Design & Construction Documents

- Perform all necessary field survey work; prepare legal descriptions, engineering plans, architectural plans and specifications for the construction of the above ground pump stations.
- Perform and submit all necessary hydraulic and water quality modeling for the final design of both of the booster stations.
- Prepare the final construction plans and specifications consistent with the City of Scottsdale Design Standards and submit the necessary construction documents for the design of the booster pumps stations, including cost estimates.
- Coordinate review and approval of the plans and specifications with the City of Scottsdale CPM and Water Resources staff.
- Prepare contract documents, special provisions, engineer's estimate of probable cost, prepare bid documents and assist in bidding the projects, including responding to bidders questions.
- Attend all meetings related to the design of the booster pump stations as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and Development Review meetings.
- Coordinate review and obtain permit for the plans and specifications as required, such as the Maricopa County Environmental Services Division and the Arizona Department of Environmental Quality.

B. Public Involvement and Design Review Board Approval

- The existing under ground booster pump stations are located within a mature residential area. The consultant team shall assist and or lead public involvement necessary to gain stakeholder support for the project.
- Prepare the necessary documents and submittals necessary to coordinate a City of Scottsdale Design Review Board (DRB) approval for the above ground pumping stations. This shall include Pre-Application, checklist, submittals, meetings, hearing and public involvement necessary for approval of the design by the DRB board.

Deliverables

Preliminary Design Phase (30% plans)

1. The Engineer will evaluate and work with the city to establish a preferred alternative.
2. The Engineer will submit preliminary 30% plans to the City of Scottsdale for review and approval based on the preferred alternative selected from the design concept drawings.

3. The Engineer will prepare a 30% probable cost estimate.

Detailed Design and Construction Document Phase– (60%, 90%, 95% & final plans)

1. The Engineer will finalize the plans and specifications, which support the basis of detailed design, contract documents, special provisions, architectural plans, preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
2. The Engineer will prepare the necessary design and cost estimates for all improvements related to pump station 36-3 and 36-5 and additional elements related to the project including utility issues.
3. The Engineer will coordinate the review and approval of final plans with City of Scottsdale Departments (An in-house review team consisting of CPM and Water Resources).
4. The Engineer will coordinate review and approval to obtain the Certificate of Approval to Construct from the Maricopa County Environmental Services Department (MCESD).
5. The Engineer will attend all meetings related to this project as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. The Engineer will also prepare presentation materials as necessary for public meetings and City Council meetings.
6. The Engineer will prepare a 60%, 90% and 95% cost estimate.

SECTION III – SUBMITTAL REQUIREMENTS

The Engineer will be selected through a qualifications-based selection process. Firms interested in providing Engineering Services must submit a Statement of Qualifications (SOQ) addressing the following issues:

1. List the name of the firm, address, contact person, and phone number.
2. Firm's Capabilities – Briefly describe three similar design projects, which your firm has completed in the past three years that are similar in scope and magnitude to the proposed project. List the members of each project team and the role played by each member. Please provide references for each project.
3. Project Features – Identify and discuss at least three significant project features, which you perceive will influence the design and implementation of the three projects outlined above.

4. Project Approach – Incorporating the project features identified in Item 3 above, discuss the various strategies you would employ during the design phase of this project to mitigate anticipated design and construction problems. Describe some constructability issues and measures your firm would recommend for the projects.
5. Project Schedule – Provide a graphic project schedule that identifies significant issues/tasks, relationships between tasks and time frames required to address the completion of the projects.
6. Local Knowledge – Identify your firm’s familiarity with the project elements and the project areas. Identify your firm’s familiarity with the City of Scottsdale’s procedures and issues related to the successful design these projects.
7. Active Contracts – List your projects currently under contract with the City of Scottsdale where your firm is the prime consultant. Please list the remaining contract amount (defined as the difference between the contract award amount and the sum of the current billings). The following criteria will be used in the evaluation process for this requirement.

Total remaining contract \$ amounts:	
\$0 to \$ 100,000	50 Points
\$100,000 to \$500,000	40 Points
\$500,000 to \$ 1,000,000	30 Points
Over \$1,000,000	20 Points

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Limit your submittal to ten (10) 8 ½” x 11” pages (text on one side only). A cover letter will not be considered as one of the ten-page limitation.

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2” x 11”) with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages, tabbed divider pages and Resumes will not be counted if they do not contain submittal information. Resumes should not include project pictures. Resumes for each key team member must be limited to a maximum length of two pages and should be incorporated as an appendix at the end of the SOQ.

Firms interested in the above project should submit a Statement of Qualifications, which includes a one-page cover letter plus a maximum length of ten pages to address the SOQ criteria (excluding resumes, but including organizational chart).

Reply to this request with a digital submittal in Adobe PDF format by uploading your submittal at <https://securemail.scottsdaleaz.gov/dropbox/tryden-diaz@scottsdaleaz.gov>. The subject line of the email MUST READ: W9903 SOQ. The SOQ may not reach the Contract Administrator should you use incorrect subject line and City shall not be responsible for not receiving and evaluating your RFQ.

Maximum document size is 10Mb. Minimum text size is 10 point. Please make sure the document is readable if printed in black/white. Submittals, which exceed the 10-MB limitation, will not be considered.

SECTION IV – EVALUATION CRITERIA

EVALUATION CRITERIA

- | | |
|---|----------------|
| * Firm's Capabilities – Experience with similar projects | (0-250 points) |
| * Project Features – Design and construction issue identification | (0-250 points) |
| * Project Approach | (0-300 points) |
| * Project Schedule | (0-50 points) |
| * Local Knowledge | (0-100 points) |
| * Active Contracts with the City of Scottsdale | (20-50 points) |

SECTION V - SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section IV above. The City may perform a due diligence process on the firm(s) receiving the highest evaluation on these SOQs. If interviews are necessary, finalists will receive an interview invitation letter by April 6, 2012 with an assigned interview time for April 17, 2012. The invitation will provide the evaluation criteria for the interview. Should interviews be required the selection of the top firm will be based solely on the interview criteria. However, the City reserves the right to select a firm based on the SOQ submittals only and not to proceed to detailed interviews.

At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the Best Qualified for the project. The City will enter into negotiations with the selected firm and upon completion of project contract scope, term, and fee submit to the City Council for approval.

The SOQ **must be submitted** no later than **March 28, 2012 at 2:00 p.m.**

The **interviews** of short-listed firms if necessary are scheduled for **April 17, 2012.**

If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process.

SECTION VI – IDEMNIFICATION, INSURANCE & BONDING REQUIREMENTS

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:

<http://www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/Engineering+Services+Contract+2012.pdf>

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

SECTION VII – GENERAL INFORMATION

City Website: This Request for Qualification is listed on the City's web site. The address is: <http://www.scottsdaleaz.gov/Construction/RFQ>

Instructions: The City of Scottsdale will not be held responsible for any oral instructions.

City Rights: The City of Scottsdale reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Release of Project Information: The City will provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must first receive written approval from the City before any release of information.

Contact with City Employees: All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Questions: Questions pertaining to the consultant selection process or contract issues should be directed to Thyra Ryden-Diaz, PE of the Capital Project Management Office (480) 312-4327 or via email tryden-diaz@scottsdaleaz.gov.

Non-collusion Affidavit. All firms submitting proposals must submit a non-collusion affidavit in a form as set forth in Exhibit B. Failure of any firm to provide the non-collusion affidavit as a part of this sealed proposal is grounds for disqualification of the proposal.

END OF PAGE